

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: November 2022
Classification: Air Resources Supervisor II	Position #: 673-210-3763-005
Division/Office: Enforcement	CBID: S09
Section: Field Operations Branch	
Supervisor Name: Vacant	Supervisor Classification: CEA

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 5 – Air Resources Supervisor I

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Total number of positions in Section/Branch/Office for which this position is responsible: 37

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Field Operations Branch (FOB) is responsible for enforcing CARB regulations designed to control the formulation of gasoline, diesel fuel, and alternative fuel products; enforcing regulations applying to sources at ports and railyards across California including regulations focused on ship fuel and at-berth requirements, cargo handling equipment, commercial harbor craft, drayage trucks, and transport refrigeration units (TRUs) used with on-road trailers and at port/rail facilities. Staff in the Branch collect fuel product samples, inspect sources, investigate and resolve cases, conduct outreach, and develop enforcement plans. FOB is responsible for monitoring compliance and enforcing current climate change regulations and future regulations that may be developed to reduce climate altering pollutants including short-lived climate pollutants such as methane, black carbon, and fluorinated gases.

The Branch consists of five sections: (1) the Fuels Enforcement Section, (2) the Petroleum Oversight and Enforcement Section (3) the Port and Rail Marine Enforcement Section, (4) the Marina and Freight Facilities Enforcement Section and (3) the Short-Lived Climate Pollutant Enforcement Section.

The programmatic responsibilities of FOB will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: The Air Resources Supervisor II (ARS II) is a second level supervisory position. Under the general direction of the Enforcement Division Chief, a CEA, the incumbent is responsible for planning, organizing, and directing the work of FOB, including providing direction and assistance to subordinate managers and staff in interpreting and applying regulations, planning case investigations, assessing violations, initiating enforcement actions, negotiating settlements, and preparing cases for civil and criminal litigation.

Additionally, the incumbent has overall responsibility for a broad range of general program and workforce management activities, including developing and reviewing legislative and budget proposals, budgeting, recruiting new staff, developing annual work plans, and preparing monthly, quarterly, and annual status and performance reports.

The incumbent is also responsible for overseeing and assisting subordinate section managers with the completion of quarterly case review meetings, probation reviews, and annual staff performance reviews.

Finally, the ARS II interacts extensively with CARB executives, CARB Legal Office and Department of Justice attorneys, and program managers from other CARB business units, and participates in a broad range of activities involving other government agencies at the local, regional, state, federal, and international levels, non-governmental and media organizations, private industry groups, and the general public.

Travel between Enforcement's Sacramento and Riverside offices will be required up to 20%.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
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30% - E	Plan, organize, direct, and manage the inspection, investigation, case resolution, litigation support, and related compliance monitoring and enforcement services and activities of FOB to accomplish established goals and objectives. Monitor and resolve issues and problems that arise.
20% - E	Provide technical direction and assistance in interpreting regulations, planning case investigations, assessing violations, initiating enforcement actions, negotiating settlements, and preparing cases for civil and criminal litigation, particularly with respect to larger and more complex cases.
10% - E	Provide overall management and administration of FOB programs and assist other Enforcement Division sections with overall management and administration of programs that the FOB supports. Participate in the formulation of enforcement policies and ensure that established policies are consistently and uniformly implemented.
10% - E	Manage the overall recruitment, hiring, and training of the FOB staff. Assist subordinate Air Resources Supervisor Is with their administrative and personnel-related duties. Ensure that all FOB employees are made accountable to meet work performance standards and initiate disciplinary action, when required.
10% - E	Monitor overall FOB performance and the performance of each of the branch sections. Provide formal and informal feedback to staff on job performance, current issues, safety, and policy through section staff meetings, informal one-on-one meetings, and formal annual performance appraisals. Prepare monthly, quarterly, and annual status and performance reports. Prepare written reports and make presentations on sensitive issues to CARB executive management and others as required.
10% - E	Participate in the evaluation of current enforcement programs, the identification, assessment and implementation of potential changes and improvements to existing enforcement programs and the developing of new emission reduction programs, including preparing and reviewing legislative and regulatory proposals, attending public workshops and hearings, developing budget proposals, and conducting ad-hoc analyses and special studies.
5% - E	Represent CARB at meetings, conferences, and other events involving other government agencies, non-governmental and media organizations, industry groups, and the general public.
5% - M	On a rotating basis with other Enforcement Division Branch Chiefs, act on behalf of the Enforcement Division Chief in their absence.